
INTERPRETIVE BULLETIN



COMMONWEALTH OF PENNSYLVANIA

GOVERNOR

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Permissive October 16, 1946 recruitment of medical staff for State Mental hospitals and institutions shall be based upon the creation of an expanding hospital system in which opportunity for advancement will be open to physicians and specialists of demonstrated ability to teach and train others.

A teaching and training program within the institutions will be coordinated with that of other State Welfare mental institutions, and all will be rounded out in a state-wide program for teaching and training in the fields of psychiatry, neurology and related specialties.

Such programs will be paralleled by similar teaching and training programs for psychologists, nurses, occupational therapists, physiotherapists and certified attendants.

In the job specification of each employee entering the Commonwealth services in State mental hospitals and institutions under the Executive Board Rule permissive October 16, 1946, shall be included the following statement:

“Such other functions as may be assigned by the Superintendent and/or the Director of the Bureau of Mental Health, in the teaching or training programs approved by the Bureau of Mental Health for the hospital or institution in the state operated mental health system.”

The Bureau of Mental Health shall determine the eligibility of each applicant for employment in the following positions:

Assistant Physician B
Assistant Physician A
Senior Assistant Physician B
Pathologist
Roentgenologist
Senior Assistant Physician A
Senior Pathologist
Senior Roentgenologist
Clinical Director - Medical
Assistant Superintendent - Medical

This bulletin is intended to answer many questions addressed to the Department of Welfare, Bureau of Mental Health, and Personnel Section.

It covers the general and special qualifications for each position, together with the schedule of salaries and general conditions of Service, except in institutions for mental defectives and epileptics which will be covered by a supplemental bulletin.

Address all inquiries to:

DIRECTOR,
BUREAU OF MENTAL HEALTH
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HARRISBURG, PENNSYLVANIA

STATE MENTAL INSTITUTION STAFF PHYSICIAN

Student and Teacher

Job specifications include the concepts of study, training, teaching, and research.

The Institutional staff physician has a certain amount of assigned routine duties. If he performs these reasonably well but does nothing else, he will procure for himself a degree of security at a level which will impair his chances for advancement and which may limit the value of his services as time goes on. Like any other physician, his initial medical knowledge and training will carry him to a certain limit beyond which practical experience alone may give diminishing returns. The practice of medicine advances by a succession of achievements and the physician must keep abreast of progress in his profession and remain at all times a student. As he continues to learn and mature, he is also obligated to give those who come after him the benefits of his experience and studies. Otherwise the institutional staff will cease to be progressive and may eventually become static from the pernicious effects of in-breeding.

Doctor of Medicine

Job specifications recommend collateral activity and interest in general medicine and surgery which may be used in the institution in conducting standard dispensary services and a working knowledge of such group problems as diabetes, tuberculosis, geriatrics, etc.

Although he is in training for a specialty, the institutional physician must not forget his basic medical and surgical training. A specialist cannot cut himself entirely free from the ties of general training that qualified him as an M. D. If he does not retain the principles of the basic medical sciences, the rudiments of clinical medicine, and the important advances in other fields of medicine, he will lose his sense of discrimination and capacity of evaluation when he treats the complicated mosaic of the total personality. Where he may be the sole judge in a specialty practice he must at the same time be able to recognize factors involving other types of medical practice so that simple correlated problems can be handled promptly and the more difficult problems can be outlined for consultation.

Citizen of the Community

Job specifications recommend qualities of good citizenship.

The institutional physician is no longer peculiar to a segregated institution. He is a citizen of the community where he pays taxes, votes, and sends his children to school. His professional prestige combined with social and civic interests qualifies him as an intelligent leader of the community. For him to develop this standing means not only good personal but also good institutional public relation. When the community accepts him the institution

loses its isolation. Participation in community life must be according to the physician's particular inclination and talent but successful advancement in community leadership is commensurate with similar advancement in institutional responsibilities.

Extra-mural professional activities

Job specifications require professional activities outside the institution.

Corollary to the obligations of ordinary citizenship, the institutional physician by virtue of his profession has further obligations to his community. First, he represents the specialty in medical circles and must be an active member of the local County Medical Society. As he further qualifies he must affiliate actively with his own special professional organizations. These may include local, regional, State, and National groups. It is not sufficient to be active only in his own local group. There must be attendance at professional meetings of broader scope such as State and National conventions to increase his perspective and to refresh his professional knowledge and contacts. Secondly, he represents an authority to other professions and to the laity and has a service to render for the common good in his own particular activity. This is his duty: to advise the public in the interest of mental hygiene. He must develop himself in ability to meet this public and participate in semi-professional and public programs.

Personal adjustment

Job specifications require a type of personality that insures satisfactory personal adjustment.

The institutional physician must be able to carry on satisfactory inter-personal relationships inside the institution. There are certain indefinable attributes that make for success and advancement and which must supplement scientific skill. These attributes are prerequisite to the sympathetic understanding of a mentally ill patient, to inviting the confidence of a distraught relative, to a ready appreciation of a colleague's viewpoint, toward gaining the respect of subordinates and superiors alike, and toward maintaining the necessary degree of emotional stability to carry him over crises to his credit.

Potentialities

For the higher classification, job specifications must include proven potentialities for continued advancement.

Finally, the institutional physician must have certain latent qualities which may be anticipated to mature and justify steady promotions. A competent administrator must always have in mind possible candidates for building up a permanent staff and for providing replacements. The physician who is advanced to higher responsibilities is more likely to be the one whose initiative, judgment, integrity and general personality slates him for further advancement in the future.

SPECIFICATIONS ACCORDING TO GRADES

Details given below are what should be expected of the grades indicated. This does not preclude, however, that some of the qualifications may exist in lower grades. It may also be noted that the present organizations of all mental institutions are not uniform but it is expected that when an institution develops a well rounded organization the functions outlined below will operate fully. **TO DETAILS OF EACH GRADE DESCRIBED BELOW THERE MAY BE ADDED OTHER RELATED DUTIES AT THE DISCRETION OF THE SUPERINTENDENT.**

Assistant Physician B

1. Ward and office

- (a) Selected ward service with the responsibility for regular rounds, for routine medical and minor surgical care, for fire inspections, and for inspection of housekeeping, nursing, and dietary needs.
- (b) Under supervision of Senior Assistant Physician, the disposition of patients to other services, prescription of psychiatric management of patients, assisting in special therapies, and conducting correspondence and interviewing visitors relative to the service.

2. Psychiatric Case work under supervision

Study and work-up of new cases for staff presentation, preparation of cases for release, recording progress and other routine notes.

3. Special medical activities

- (a) Dispensary service for patients and employes
- (b) Assisting consultant in surgery or anaesthesia
- (c) Assistant to pathologist at autopsies

4. Training

- (a) Attendance at seminars, and staff meetings for diagnosis and release of patients, with participation as assigned by clinical director
- (b) Supervised collateral reading of psychiatric literature
- (c) Postgraduate training instruction as offered
- (d) Practical acquaintance with all phases of physiotherapy, occupational and recreational therapies, including orientation as to concepts and principles.
- (e) Orientation in the functions and services of the departments of psychology and social service.

5. Teaching

Assist in training of nurses and attendants in basic courses not involving neuropsychiatry.

6. Extra-mural activities

Attendance at professional group meetings

Assistant Physician A

1. Ward and office

- (a) With minimal supervision by Senior Assistant Physician, selected ward services of chronic and prolonged care types.
- (b) Added responsibility in handling office and ward routine, controlled psychotherapy on selected cases.

2. Psychiatric case work under supervision

Proven proficiency on work-up of all types of cases and ability to contribute written opinions at staff presentations.

3. Special medical activities

In addition to those previously mentioned, practical acquaintance with a selected routine diagnostic procedure with view of handling simple cases and referring others for the consulting staff.

4. Training

Same outline continued.

5. Teaching

Participation in training program for employes in teaching elements of neuropsychiatry.

6. Extra-mural activities

- (a) Under supervision of Senior Assistant Physician, assisting in mental health clinics.
- (b) Talks of general nature before selected lay groups.

7. Research

Assisting in assigned projects.

Senior Assistant Physician B and A

The duties of these two grades cannot be differentiated practically but it is understood that with certification qualifying Grade A there is proven ability in the specialty commensurate with full teaching duties, increased administrative responsibility, and full responsibility in psychiatric procedures and treatment.

1. Ward and office

- (a) Supervision of ward services of the Assistant Physicians in his unit and personal service of a major ward such as the admission building or acutely disturbed building.
- (b) Supervision of all office and ward routine relative to the entire unit assigned.
- (c) Full charge of special therapies and conducting active psychotherapy in addition to controlling this treatment given by Assistant Physicians.

2. Psychiatric Case work

In addition to personal cases assigned, supervision of assistant physicians and the ability to render authoritative opinion at staff presentations.

3. Special medical activities

Charge of employes' infirmary and continuing to handle a selected diagnostic facility.

4. Training

In addition to elements previously mentioned, a post-graduate refresher course and training in forensic psychiatry in order to participate in court proceedings.

5. Teaching

Ability to teach any assigned subject in the training of resident physicians as well as nurses and attendants.

6. Extra-mural activities

- (a) Full charge of mental health clinic
- (b) Talks on mental hygiene before lay groups and papers on technical subjects before professional groups, preparing articles for publication.
- (3) Membership in professional groups of his specialty.
- (d) Ability to conduct private consultation practice on his own time on cases referred to him.

7. Research

Supervision and charge of research projects toward completion and report.

Clinical Director, Assistant Superintendent, First Physician

In some institutions the duties of these physicians are represented by only one incumbent but where all are available then there can be designated by the Superintendent the sharing of responsibilities and the differentiation of emphasis on purely administrative functions versus clinical functions. The Assistant Superintendent has a primary training and increasing responsibility for institutional operation and maintenance. The Clinical Director concentrates on all services connected with the immediate care and treatment of patients. Proven qualities in speaking, teaching, and organization are capacities prerequisite to each title of this Grade. Any member of this grade must be equal to delegated administrative assignments which relieve the Superintendent's manifold responsibilities. With the approval of the Board of Trustees and the Department of Welfare, a member of this grade may function as the acting head of the institution, in the absence of the Superintendent.

- A. Assignment and supervision of all ward services and assignment of all auxiliary services connected with diagnosis, care and treatment as far as relates to physicians and technicians. There must be active consultation with the nursing office where other professional employes are involved. There must also be consultation with the steward's office where maintenance employes are involved in the management of patients.
- B. Determine policies governing special therapies and all other psychiatric procedures.

- C. Conduct seminars and under supervision of Superintendent conduct staff meetings.
- D. With approval of Superintendent, plan training programs of staff physicians and in consultation with nurses training school plan training programs of nurses and attendants.
- E. Supervision of the following auxiliary services in consultation with the various heads: Pharmaceutical, dental, laboratory, and the auxiliary therapies including all phases of occupational and recreational therapy.
- F. With approval of Superintendent, to decide on diagnosis and releases of routine cases which are not brought before a formal staff meeting.
- G. Expansion and direction of mental health clinics.
- H. As available, attendance at post-graduate refresher course.
- I. Full participation in community activities, in selected profession organizations, and within the State mental health system. In the last named group orientation and practical acquaintance should be made by visits to other State institutions and consultation with similar officers on mutual problems and activities.

Pathologist and Roentenologist

There is no differentiation in minimal duties and functions between the Junior and Senior grades of this classification. However, with certification in the Senior grade there must exist proven ability in the specialty with obligation of full teaching duties, increased administrative responsibility in his own department, and full authority for the accuracy of the results of his services.

- A. Complete direction of the institution's laboratory which provides full rounded diagnostic facilities in its field.
- B. He must be able to supervise and interpret the results of an auxiliary diagnostic service not directly connected with the laboratory.
- C. On assignment by the clinical director he must cooperate with ward and office routine and train for out-patient clinic service as a substitute for other resident physicians whose services may be temporarily not available.
- D. On assignment by clinical director he must assist in teaching and training programs in the subjects for which he is specially qualified.
- E. In connection with laboratory material and other special services which he may supervise, he must develop and conduct research projects.

- F. In consultation with the clinical director there must be general cooperation between him and other resident physicians in the services of his special field and any related subjects dealing with the care, management and treatment of patients.
- G. As an integral member of an institutional staff he is subject to the requirements and participations in extra-mural professional activities.

Regulation prescribed for administration of Executive Board Rule, effective October 16, 1946, relating to classification, salaries and conditions of employment of certain professional medical employes of the Department of Welfare, Bureau of Mental Health, in the Mental Institute, and mental hospitals and institutions owned and operated by the Commonwealth of Pennsylvania.

A. Definitions

When used in the Regulation the following words shall have the meaning here ascribed:

1. "Bureau" shall mean the Bureau of Mental Health in the Department of Welfare;
2. "Experience" shall mean full time institutional or clinical work approved by the "Bureau";
3. "Certification" shall mean that the candidate is a diplomate of the American Board of Psychiatry and Neurology or Special Board related to the service;
4. "Military Credit" shall mean credit for full time work spent in the specialty offered while in military service under conditions of training and supervision approved by the Department of Welfare;
5. "Post-Graduate Work" shall mean work taken in a school approved by the American Medical Association and the Department of Welfare;

B. Classified Positions - Qualifications

Assistant Physician B

Graduate class A Medical School, approved internship, and licensed to practice medicine in Pennsylvania.

Assistant Physician A

In addition to the above, a minimum of one year's experience in psychiatry under supervision approved by the "Bureau".

Senior Assistant Physician B

In addition to qualifications required for Assistant Physician B, a minimum of three years' experience in psychiatry under supervision approved by the "Bureau".

Pathologist - Roentgenologist

In addition to qualifications required for Assistant Physician B, and one year of experience in his special field, a physician recognized, respectively, in pathology or roentgenology, by experience, training, and membership in a professional organization of pathologists or roentgenologists approved by the "Bureau". "Certification" of the candidate is optional, but not required.

Senior Assistant Physician A

"Certification" in psychiatry and/or neurology.

Senior Pathologist - Senior Roentgenologist

"Certification" in pathology or roentgenology respectively.

Clinical Director or Assistant Superintendent

"Certification" in psychiatry and/or neurology; minimum of six years' experience in the specialty; and demonstration of administrative aptitude of high degree.

1. "Credit" may be given for time spent in the specialty during military service and postgraduate work.
2. Where the required "certification" is lacking but the physician's experience and training qualifies him as eligible for the Specialty Board examinations and also qualifies him in all other respects, the position may be assumed in an ACTING capacity with salary at the maximum of the previous lower grade, provided examination in the specialty shall be taken within the time prescribed in each case by the Bureau.
3. The status of physicians now employed will not be affected by lack of the higher standard of qualifications here prescribed but further advancement may be held in abeyance by the Department pending acquisition of additional qualifications.
4. Until further notice exceptions in cases of merit which depart from the above qualifications, especially with reference to "certification" must be individually reviewed and may be approved by the Department.

C. Classified Positions - Compensation:

Title	Minimum	Maximum
Clinical Director		
First Physician	7200.00	8100.00
Asst. Superintendent		
Sr. Asst. Physcian A		
Sr. Pathologist	6300.00	6900.00
Sr. Roentgenologist		
Sr. Asst. Physician B.		
Pathologist	5100.00	6000.00

Roentgenologist		
Asst. Physician A	4500.00	4800.00
Asst. Physician B	3900.00	4200.00

D. General Conditions

1. The value of maintenance to be furnished to candidates employed under the above conditions, and to persons presently employed who qualify and are reclassified under the above classifications, shall be fixed at \$1200.00 per year for full maintenance. The maintenance allowance for all other professional medical employes shall remain subject to maintenance allowance as now prescribed by the Executive Board.

2. Leave of absence for three months may be allowed in every third year of service for post graduate work in a field approved by the Bureau. During such absence with leave salary, expenses and tuition shall be paid. Such leave of absence shall be subject to regulations to be hereafter prescribed by the Department of Welfare.

3. In addition fifteen days leave of absence with salary within each calendar year, and the equivalent of thirteen legal holidays with salary are permitted.